Army Contracting Business Intelligence System
Bulletin

OBTAINING ACCESS TO ARMY CONTRACTING BUSINESS INTELLIGENCE SYSTEM (ACBIS) MODULES

1.0   Requests for establishment of ACBIS or ACBIS Modules User Id accounts should be submitted via the ABCAS Help Desk located at https://armysps.sdcl.lee.army.mil.   Select the application category of ACBIS – User Account.

> NOTE: An Army Knowledge Online (AKO) login and password is required to submit a request to the ABCAS Help Desk. If you don't have an AKO account, send an e-mail to sps.seclee@us.army.mil

2.0   A member of the Army Business Center for Acquisition Systems (ABCAS) will contact you and provide a point of contact and return e-mail address for submission of forms.

3.0   Download the DD Form 2875 from the ABCAS website https://armysps.sdcl.lee.army.mil . The form is located under *Quick Links→Request Access to ACBIS Modules*.

4.0   Requests for access to multiple ACBIS Modules can be submitted on a single DD Form 2875. Changes to or addition of new access requirements to existing access permissions will require an updated DD Form 2875.

5.0   ACBIS Modules:

5.1 **ACBIS Reports**:   The ACBIS is a web-based business intelligence (BI) system that provides the capability to analyze data using standard reports or ad hoc queries. The BI application, BusinessObjects ®, provides authorized users an analytical tool that gives them access to near real time operational contract data depicted as business information and cross indexed to other data sources that provides insight into business operations.

5.1.1 Requests for access must be initiated through the MACOM/MAJCOM ACBIS Point of Contact and requested on a DD Form 2875.

5.2 **Acquisition Planning Module (APM)**: The Acquisition Planning Module (APM) was established to provide a view of requirements that could be potentially met with existing or planned contract vehicles available in other command activities.

5.2.1 The ability to enter, update and view APM records is controlled by user type.

5.2.2 Contracting personnel: A member of the contracting workforce. Contracting personnel are granted access to see APM records based upon the DoDAAC of the preferred or assigned contracting office.

5.2.3 Customer: Individual that is not a member of the contracting workforce and represents an activity with requirements for goods and services, for example individual working for Installation Management Agency (IMA). Customers are granted access to see APM records based upon the DoDAAC of the customer's organization.

5.3 **Customer Service Module (CSM)**: The Customer Service Module is a web-based application that provides customer feedback for the status of purchase requests that have been submitted to the contracting office.

5.3.1 Any user with a valid AKO LOGIN can access the CSM and search for purchase requests. No additional access request is required.

5.3.2 Government users and resource managers that require access to the estimated amount of the purchase request must submit a DD Form 2875.

5.4 **Socio Economic Goals Input Module:** Request for access must be initiated through the MACOM Small Business Utilization Coordinator and requested on a DD Form 2875.

6.0 Instructions for Completing DD Form 2875

6.1 The DD Form 2875 consists of 2 pages and 1 page of instructions. Some blocks on the DD Form 2875 have been pre-filled with ACBIS related data.

6.2 ALL REFERENCED BLOCKS MUST BE COMPLETE AND LEGIBLE.

6.3 Blocks prior to Part I:

Type of Request: Self-explanatory
Date: Date of the request for access
System Name: Army Contracting Business Intelligence System (ACBIS)
Location: SEC-Lee, Fort Lee, VA

6.4 Part I: Completed by Requestor, a.k.a. User

Block 1. Use complete name
Block 2. Self-explanatory. Optional
Block 3. e.g. Organization name, e.g. DOC Fort X-ray
Block 4. e.g. Self-explanatory
Block 5. If no DSN, please include area code for commercial #
Block 6. User email address (User is required to have an Army Knowledge Online Account to access ACBIS. If AKO email is not your primary email address, provide the AKO address at Block 27.)
Block 7. e.g. Contracting Specialist
Block 8-12. Self-explanatory. If the response on Block 10 is Contractor, the additional information at Contractors Only below is required.

6.5 Part II: Completed by Information Owner, User Supervisor, or Government Sponsor

Block 13. Select the User Type, Applications and Roles required to establish user access level for your requirements.
Block 14. Check 'Authorized'
Block 15.   Check 'Unclassified'
Block 16.   Must be completed by all contractors requesting access.
Block 16a. Must be completed by all contractors requesting access.
Block 17-20b. Self-explanatory (see special instructions for contractors below)
Block 21.   MACOM POC for ACBIS Reporting access.
Block 21a-b. Self-explanatory
Block 22.   Signature of Information Assurance Officer
Block 23-25. Self-explanatory
Block 26a-b. Self-explanatory   26b is optional.
Block 27.   REQUIRED-This block includes several elements required to set your access rights in ACBIS Modules.
AKO E-mail Address: Enter your AKO user id
Country: Provide if other than USA. Name or authorized abbreviation.
Service: e.g. Army, DOD, Navy, AF or Name of ODA
Organization Level 1: Name/Acronym of MACOM/MAJCOM/Claimant (if applicable)
Organizational Level 2: Name/Acronym of Subcommand/Region/District (if applicable)
Organizational Level 3: Center: Name/Acronym of Center (if applicable) Applicable if your activity is an element of a group of organizations reporting to Center. A Center can report to any of the command levels above.

DODAAC: DoDAAC assigned to your activity. self-explanatory (must be a valid DODAAC)

6.6 Part III: Completed by the Security Manager

Block 28-32: Required. Self-explanatory

6.7 Contractors Only:

6.7.1 Contractors serving as government agents requiring access to the ACBIS Modules must include a completed System Authorization Access Request (SAAR) DD Form 2875, and a letter signed by either the Government Contracting Officer or Contracting Officer's Representative (COR) on official Government letterhead.

6.7.2 The Supervisor section of the DD Form 2875 blocks 17 through 20b must be signed by either the Government Contracting Officer or Government Contracting Officer's Representative (COR).

6.7.3 The following items must be included in the letter.
Name of Employee
Name of Company
Full Company Address
CAGE Code
Contract Number
Beginning and Ending dates of the Contract
Specific justification as to why access is required including how ACBIS will be used in performance of the Contract.

7.0   Submit completed form and contractor letter (if applicable) using one of the methods listed below:

7.1 Send a facsimile to FAX Number is 804-734-0147.

7.2 Convert completed forms to PDF format and e-mail to the ABCAS POC. (See paragraphs 1.0 and 2.0 above).

7.3 Submissions may be mailed to:

COMMANDER
SOFTWARE ENGINEERING CENTER – LEE
ARMY BUSINESS CENTER FOR ACQUISITION SYSTEMS
ATTN: AMSEL-SE-IS-LSB
FORT LEE VA 23801-1807